

# Ballyholme Yacht Club



## Child Safeguarding & Protection Documentation

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## **Child Safeguarding & Protection Policy and Procedures**

### **Policy Statement**

It is the policy of Ballyholme Yacht Club (BYC) to safeguard children from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, all children participating in Club activities do so in a safe environment. The Club recognises that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse. In the context of this document the word 'child' refers to any young person under the age of 18 years.

The Club actively seeks to -

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that BYC-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working in order to incorporate best practice.

We will -

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or about suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children in the course of their BYC duties. It is kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to a Club's Welfare Contact.

### **BYC Child Welfare Contacts**

The Club's Child Welfare Contacts are Sarah-Jane Flannigan (F) and Aidan Pounder (M).

**Sarah-Jane Flannigan      07793 933 673**

**Aidan Pounder              07824 811 557**

### **Volunteers**

All Club volunteers whose role/s bring them into contact with children will be asked to provide references or to complete a self-disclosure form. The Club Welfare Contacts and those instructing, coaching or supervising children will also be asked to apply for an Access NI criminal record check.

**Good Practice**

All members of the Club and others working with children should follow the Good Practice Guide (see *Appendix A, p3*), and additionally should be aware of the guidance on recognising abuse (see *Appendix B, p4*).

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session, or publishing such images. Parents and spectators should be prepared to identify themselves if requested and to state the purpose of their photography or filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to a Club Welfare Contact.

**Concerns**

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform a Club Welfare Contact immediately, in strict confidence. The Club's Child Welfare Contact will follow the procedures set out below (see *Flowcharts 1 and 2*).

Any member of the Club failing to comply with this Child Safeguarding & Protection Policy may be subject to disciplinary action under Club Rule 28.

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## **Appendix A - Good Practice Guide**

### **A Handout for Instructors, Coaches and Volunteers**

This guide covers only the essential points of good practice when working with children and young people. You should also read BYC's Child Safeguarding & Protection Policy and Procedures which are kept available for reference at all times. In the context of this document the word 'child' refers to any young person under the age of 18 years.

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey ; always ensure that more than one adult is present.
- Do not take children to your home as part of your organisation's activity.
- Where any of these situations are unavoidable, ensure that they only occur with the full knowledge and consent of the person in charge and the child's parents or carer.
- Instructors and helpers on an activity or course should not shower alone with children.
- Design training programmes and activities so that they are within the ability of the individual child.
- If a child is having difficulty with personal gear, eg a wetsuit or buoyancy aid, ask them to get a friend to help if this is at all practical.
- If you have to help a child on a one to one basis at any time, ensure they understand what action you're going to take before proceeding. Make sure that you do so in full view of others, and preferably within view of another adult.

#### **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to any allegation made by a child; always act
- do things of a personal nature that children can do for themselves

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and of their parents or carers. In an emergency situation where this type of help is required, parents or carers should be fully informed of what took place. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion and confidentiality.

## Appendix B – What is child abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or a community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or by another child or children.

**Physical abuse** may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- by giving children alcohol, inappropriate drugs or poison
- by attempting to suffocate or drown children
- in sport situations, physical abuse might also occur where the nature and intensity of training exceeds the capacity of the child's immature and still-growing body.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Sexual abuse.** Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet that individual's own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse might go unnoticed. Abusive situations may also occur if adults misuse their powers over young people.

**Emotional abuse** is the persistent emotional maltreatment of a child such as would cause severe and persistent adverse effects on the child's emotional development.

It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or of how they communicate
- imposing expectations which are beyond the child's capabilities at that age or stage of development
- overprotection and limitation of opportunities for exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger

- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Bullying** (including cyberbullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps lacking in confidence, anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

### **Recognising Abuse**

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include where -

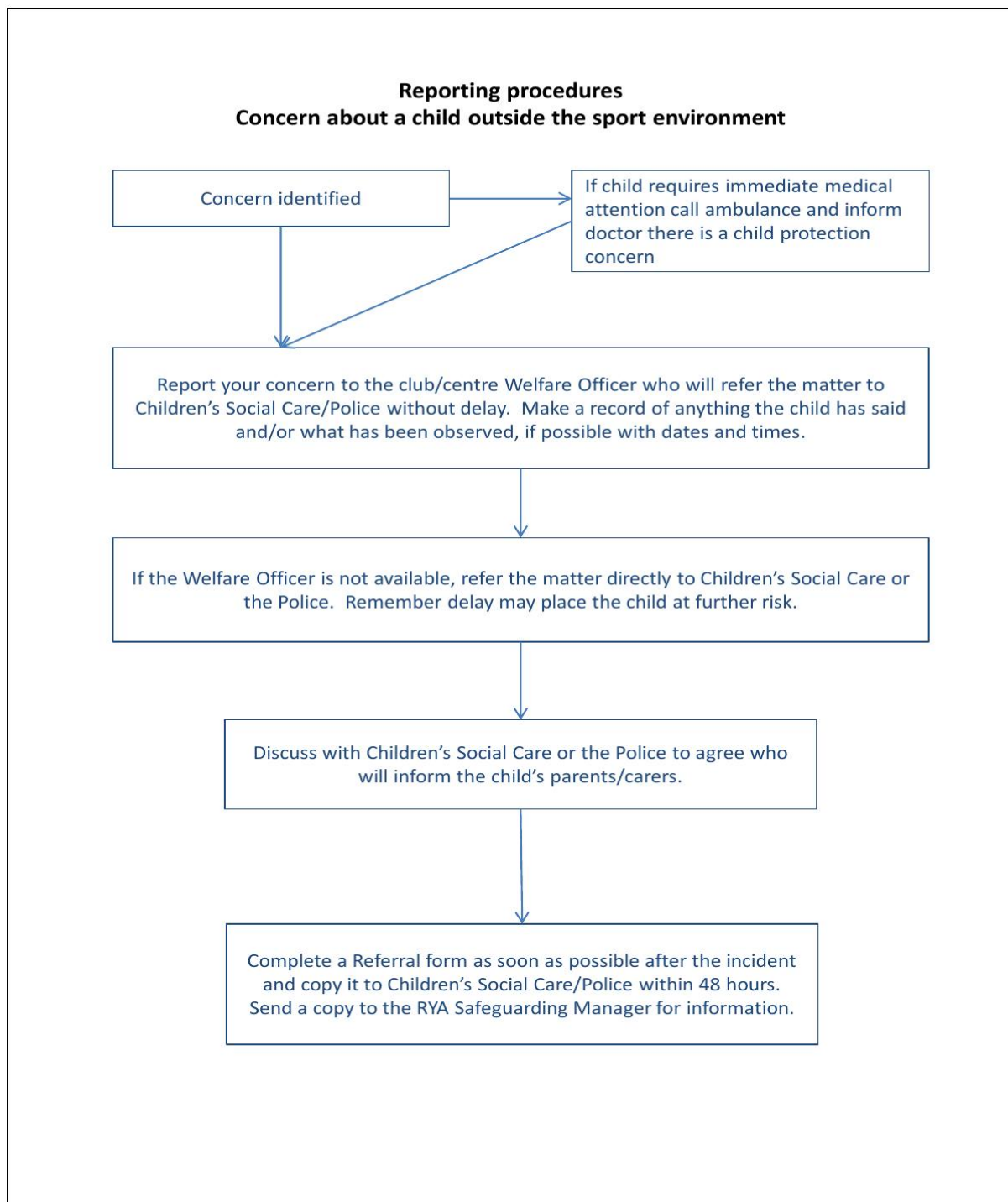
- unexplained or suspicious injuries such as bruising, cuts or burns are apparent, particularly on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would normally be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal behaviours on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any outward signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers : it may be that something has happened, such as a bereavement, which has caused the child to become unhappy.

### **Abuse in the Home**

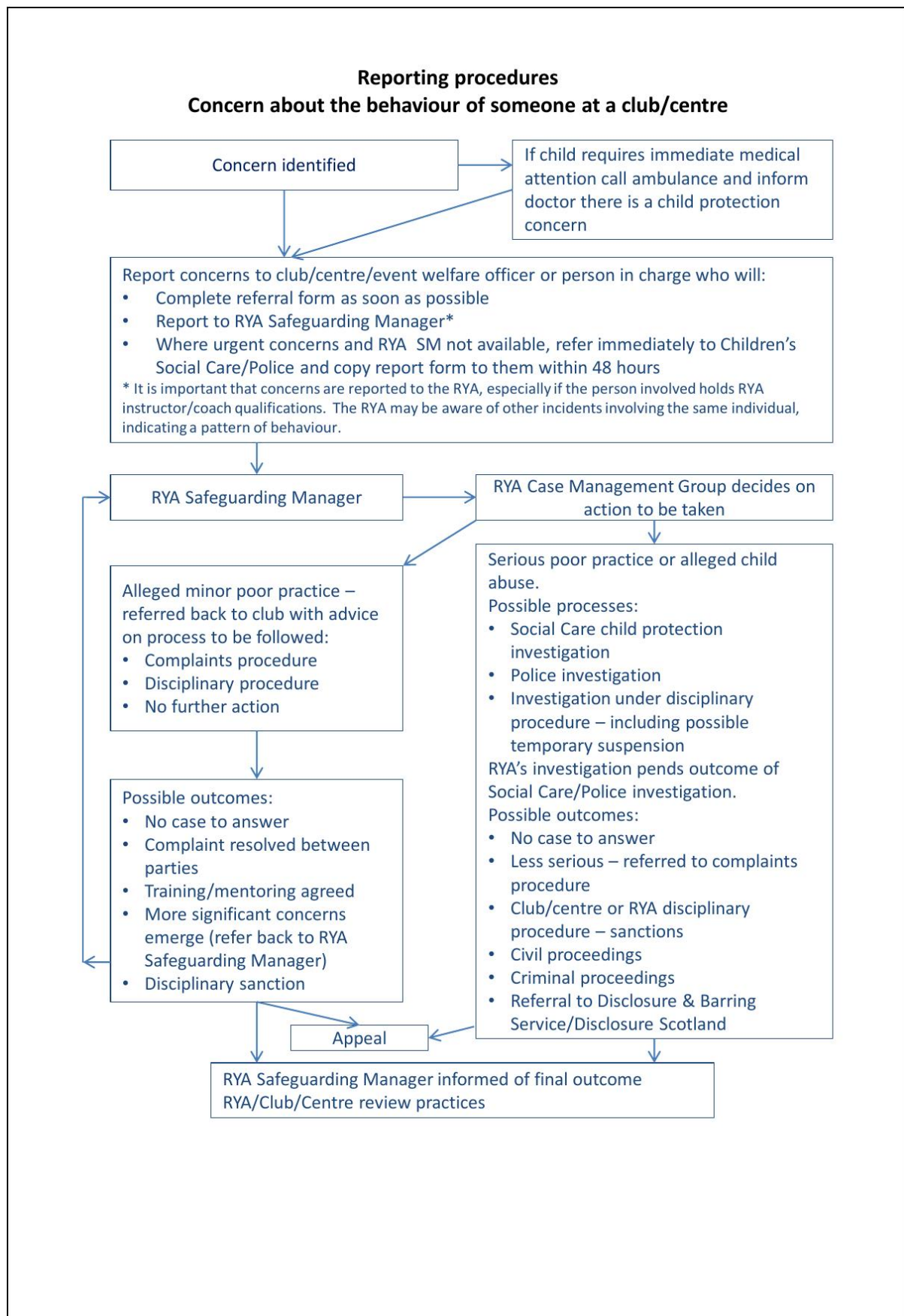
If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. In this situation, consult a BYC Child Welfare Contact or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

## Flowchart 1 –



source – RYA Safeguarding & Child Protection Guidelines Dec 2016

Flowchart 2 –



source – RYA Safeguarding & Child Protection Guidelines Dec 2016



## Useful Contacts

Updated Jan 2018

### **NSPCC**

Helpline 0808 800 5000  
E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (CPSU) - Northern Ireland**

Tel: 02890 351 135  
E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
Website: <http://thecpsu.org.uk/contact-us#northern-ireland>

### **Childline**

0800 1111  
Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **Royal Yachting Association (RYA)**

Jackie Reid, Safeguarding and Equality Manager  
RYA House, Ensign Way, Hamble, Southampton, SO31 4YA  
Tel: 023 8060 4104  
E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)  
Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **RYA Northern Ireland (RYANI)**

Paul Bunting, Child Protection Officer  
E-mail: [dsc0.ryani@rya.org.uk](mailto:dsc0.ryani@rya.org.uk)  
Tel: 028 9038 3812  
Mary Farrell, Development Officer  
Tel: 028 9038 3875  
Website: [www.ryani.org.uk](http://www.ryani.org.uk)

### **Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **AccessNI – RYA is Registered Body**

Website: <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

### **Sportscoach UK – provide Safeguarding and Protecting Children training**

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)